



**STATE OF WASHINGTON**  
**DEPARTMENT OF HEALTH**  
**OFFICE OF EMERGENCY MEDICAL AND TRAUMA PREVENTION**  
*PO Box 47853 • Olympia, Washington 98504-7853*

October 18, 2002

**TO:** Senior EMS Instructors  
Medical Program Directors  
Regional EMS and Trauma Care Councils  
County EMS Offices

**FROM:** Dane W. Kessler, Health Services Consultant  
Education, Training and Regional Support Section

**SUBJECT: NEW INITIAL AND RENEWAL SEI REQUIREMENTS AND PROCEDURES**

Washington Administrative Code 246-976-031 addresses Senior EMS Instructor requirements, which became effective on July 28, 2002. Since then, we have finalized the application procedures for both the initial and renewal of Senior EMS Instructors.

Internet access to all SEI qualification documents and the prerequisite SEI examination is provided at [www.doh.wa.gov/hsqa/emtp/seiproc.htm](http://www.doh.wa.gov/hsqa/emtp/seiproc.htm). These documents include:

- WAC 246-976-031
- Steps Necessary To Begin The SEI Recognition Process
- Steps Necessary To Renew SEI Recognition
- Appendix A – SEI Qualification Process Manual

The web site version of the SEI prerequisite examination is automated to provide the results to our office for scoring. Results are returned to the individual via e-mail.

Individuals without access to the Internet may request these documents from this office. Due to the manual processing and scoring, individuals requesting hard copy SEI examinations should expect delays in both obtaining the examination material and processing of the results.

We look forward to a smooth transition to the new SEI qualification process. Please contact me at (360) 705-6713 if you have any questions.

cc: Licensing and Certification Section